



Position Guide

Director

www.naturalsciences.org



POSITION GUIDE

ORGANIZATION:	North Carolina Museum of Natural Sciences
POSITION:	Director
REPORTS TO:	Chief Deputy Secretary North Carolina Department of Natural and Cultural Resources
LOCATION:	Raleigh, NC

MISSION STATEMENT

To illuminate the natural world and inspire its conservation.

VALUES

Our foundation: integrity, professionalism and commitment. Our approach: inclusive, innovative and collaborative. Our outcomes: engagement, impact and sustainability.

ABOUT THE NORTH CAROLINA MUSEUM OF NATURAL SCIENCES

Opened in 1879, the North Carolina Museum of Natural Sciences' mission is to illuminate the natural world and inspire its conservation by asking four key questions: *what do we know, how do we know, what is happening now, and how can the public participate?*

The Museum is the largest natural history museum in the Southeast, and features world-class exhibits, learning centers, live animals, and hands-on investigative labs. Its engaging visitor experience combines elements of a natural history museum, science technology center, children's museum, aquarium, and zoo. The Museum is a nexus of school and life-long education, research, collections, living collections, exhibitions, citizen science, digital media, community engagement, and a regional network – each fueled by the tremendous expertise of a team of dedicated professionals and a diversified funding portfolio.

Visitors can meet *Acrocantosaur*, our “Terror of the South” and the fiercest predator of the early Cretaceous; marvel at collections of North America's largest emeralds and some

of the world's rarest meteorites; enjoy the SECU Daily Planet, the unique three-story multimedia theater, for live science presentations and stunning nature videos; or interact with scientists involved in research around the globe and veterinarians caring for the Museum's live animals.

The Museum is state-owned and managed, residing within the Department of Natural and Cultural Resources. The Museum's state appropriated budget is supplemented by contributed and earned revenues generated by its nonprofit partner, the Friends of the Museum of Natural Sciences. Established in 1979, the Friends' purpose is to benefit the Museum's education programs, exhibits, and research through membership, fundraising, and advocacy. Since 1960, the Museum has also been guided by the state-appointed Museum Advisory Commission, whose mandate is to formulate policies for the advancement of the Museum's mission and assist in promoting the use of the Museum as an educational, scientific and historic resource.

The Museum is highly ranked nationally across multiple measures, including facility size, annual budget, visitation, staffing, efficiency, and volunteer support. The Museum is free-of-charge and open seven days a week, year-round, attracting visitors of all ages, education levels, ethnicities, abilities, and socio-economic backgrounds. In 2018, 1,007,071 individuals were served on site, and 19,295 were served off site by traveling educators.

The Museum encompasses four sites: an exhibition building known as the Nature Exploration Center (NEC); a scientific research, communication and citizen science hub known as the Nature Research Center (NRC) that opened in 2012 (the NEC and NRC are side-by-side in downtown Raleigh); the Research Lab and 45-acre Prairie Ridge Ecostation, co-located in west Raleigh; and the North Carolina Museum of Natural Sciences at Whiteville, its first satellite branch located two hours southeast of Raleigh. This extensive footprint allows the Museum to serve North Carolinians in both urban and rural areas, and attract visitors from across the southeastern U.S. Last year, the Museum's programming reached into 80 of North Carolina's 100 counties; this effort to extend the reach to children and families throughout North Carolina will remain a priority and is consistent with the role of a State Museum.

The Museum is Raleigh's top-rated tourist attraction, the State's most popular museum, and a leader in progressive trends in nature and science museums globally. The Museum manages an active program schedule and hosts many special events throughout the year, including the annual BugFest, which attracts more than 35,000 visitors on one day. The Museum also boasts a robust research program featuring scientists in numerous fields whose published works are influential worldwide. The Museum has earned many notable awards and credentials. In 2014, the Museum was recognized with a national medal for outstanding community service at the White House; in 2015, the Greater Raleigh Convention and Visitors Bureau awarded the Museum its top award for economic impact; and in 2016, it received the Raleigh Mayor's Award for service to those with disabilities. The Museum is a Smithsonian Affiliate and is one of only three nationwide partners of the Smithsonian Science Education Center. The Museum was successfully reaccredited by the American Alliance of Museums (AAM) in 2016, demonstrating continuous compliance with best practices, standards, and characteristics of excellence prescribed by that organization. The Museum is an actively engaged member of the broader museum community. In 2014, the Museum hosted the annual Association of Science and Technology Centers Conference, and in early 2019, the Museum hosted the Citizen Science Association National Conference.

The Museum's website is www.naturalsciences.org

THE OPPORTUNITY

The Director of the Museum will have the opportunity to extend the overall scope and impact of the Museum throughout the state of North Carolina and further its reputation in the broader national and international community. The Director will have the opportunity to craft the vision and the strategy of the Museum for a new era of visitors, and to clearly define, articulate and execute the path forward, leading a passionate, talented and dedicated staff.

The Director will work with and enhance the partnership with the Friends of the Museum's Board of Directors and staff, donors, community partners and government officials to ensure the financial stability of the North Carolina Museum of Natural Sciences (NCMNS). As well, the Director will have the opportunity to develop new partnerships and strategic alliances within the community and throughout the State to achieve the Museum's ambitious goals.

The Director reports to the Chief Deputy Secretary of the NC Department of Natural and Cultural Resources (DNCR) and is responsible for a \$15M annual operating budget, 8 direct reports, and approximately 150 full-time permanent staff. The Director also works closely with the Friends of the Museum of Natural Sciences, a 501 c3 not-for-profit, supplementing State appropriated budget dollars to support the Museum's operations and capital expansions. The Friends organization coordinates all private and public operational and capital fundraising efforts; oversees research and education grants, investment disbursements, and earned revenue sources such as the Museum stores, facility rentals, membership and ticketed events. The Director also works with the Museum Advisory Commission, a state-appointed group which is not a governing body but serves as an important resource to the Museum, providing recommendations to the State regarding the Museum. The Director is also the main liaison for multiple university partnerships.

The Museum is at an exciting time in its long history. Having achieved great success while managing through a recent period of rapid growth and expansion, the institution is at a critical juncture, poised for further growth, new levels of community engagement and innovative ways to inspire and benefit the residents of North Carolina through research, education, and delivering on a world class visitor experience.

Duties and Responsibilities

- Oversees development and implementation of the organization's strategic plan. This plan will define the Museum's future direction, establish priorities for its impact on targeted audiences and assure development of metrics for performance.
- Works to empower a skilled and dedicated staff, strengthens morale through transparent and visible leadership, and provides opportunities for professional development and career progression. Supports a collaborative culture by respecting, listening, and mentoring members of the team. Appreciates the strength and loyalty of the current staff and consistently maintains approachability.
- Elevates the Museum's presence and brand, locally, regionally and nationally, in concert with the strategic plan.

- Serves as the primary spokesperson for the Museum to the media, policy makers, nonprofit alliances and a broad range of constituents.
- Maintains stewardship and accountability for the organization's overall operational and fiduciary integrity within the guidelines and policies set by the State.
- Maintains the American Alliance of Museums (AAM) accreditation by continuously demonstrating compliance with best practices, standards, and characteristics of excellence.
- Creates systems of accountability and efficient management.
- Advances community engagement strategies to increase service to diverse audiences, including those with disabilities, to grow participation in programs and foster lifelong learning of science and conservation for all North Carolinians.
- Collaborates and fosters innovative approaches to fully utilize the resources of the State, the Friends of the Museum, the staff, and other important partnerships.
- Anticipates future organizational needs by retaining talent and building volunteer and staff capacity and expertise.
- Collaborates with the other State entities that work to advance science throughout North Carolina.

Candidate Profile

We seek an innovative and visionary leader who demonstrates a passion for engaging others in a lifelong learning agenda of science and the natural world. The ideal candidate is a proven leader who understands the power of collaboration, and has extensive experience and success leading high performing teams that deliver excellent programming and visitor experiences, and financially sustainable results.

A passion for science and conservation is critical; experience in a setting like a Museum, Zoo or Aquarium is helpful but not required. A business-minded approach demonstrating a successful track record of leading a complex organization, astute financial and operations oversight, data-driven decision-making, effective prioritization and delegation is expected. The Director is an advocate for science and education and is skilled in creating and sustaining strategic partnerships with other organizations locally, nationally and internationally.

As the key spokesperson for NCMNS, the Director will be a dynamic communicator who can influence others to action, be they staff, board members, donors, elected officials, corporate executives or other supporters. The ideal candidate will show evidence of successful fundraising leadership that includes the acquisition of major gifts and grants from foundations, corporations, individuals and the public sector at the local, state or national level. Experience working in an organization that values and sustains strong community partnerships in both public and private sectors and a high level of community engagement and impact are essential.

Experience managing and overseeing long-term projects and initiatives is advantageous. High integrity, sound judgment and decision-making skills are essential to success in this

role. A management approach that is described as approachable, accessible, inclusive, collaborative and empowering must be demonstrated and balanced by results-oriented accountability. A keen understanding of what it takes to develop and promote highly effective, customer-centric services and attitudes among all staff is a must.

This individual is a curious, lifelong learner who is passionate about our natural world. This person will be a champion for the Museum, the sciences, and the state of North Carolina, and will inspire others to support the outcomes and success of the mission.

A bachelor's degree from a four-year accredited college or university is required. An advanced degree is preferred. A respect and appreciation for science, conservation and our natural world is a must.

Applications and nominations are being received by Kittleman & Associates, LLC. To apply, please submit a cover letter and resume on or before September 18, 2019 at <https://ww2.kittlemansearch.com/Jobs>

The final candidate will be required to complete a North Carolina State application PD-107 upon hire.